Bear Tracks Applicant/Student User Guide

The **Bear Tracks User Guide** is intended to help applicants and/or students at the University of Alberta use the functionality of Bear Tracks. It is suggested that new Bear Tracks users keep the guide open in a separate window to refer to as needed.

In addition to this text-based User Guide, there are also a number of short video tutorials available which provide information about navigating in Bear Tracks, using My Planner, and adding, dropping and swapping classes. These tutorials can be accessed by using the *User Guide* link at the top of each Bear Tracks page.

Users signing in to Bear Tracks as *Applicants only* will have access to a limited number of features available under the following menu options:
→ Academics/Search
→ Financials
→ Personal Information
→ Admissions
→ Undergraduate Awards

Bear Tracks User Guide Topics

Bear Tracks User Guide Topics

Introduction
→ How to Sign in to Bear Tracks.
→ Navigation in Bear Tracks includes information on access, the Home Page, navigation, terminology, and symbols.

Admissions
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→ How to track outstanding items required to complete an application for admission through To Do List.

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→ How to view your Enrollment Dates by term.
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<table>
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My Academics

→ How to view your unofficial Grades.

→ How to view your own personalized Exam Schedule.

→ How to use Transcripts to view unofficial transcripts, request official transcripts, and view the status of those requests.

→ How to view your Statement of Results

→ How to use Certificates for requesting certificates of registration and/or certificates of degree.

→ How to Apply for Graduation.

→ How to view your Graduation Status and update other related graduation information.

Financials

→ How to view information about account charges, payments, aid (awards), and balance through Account Details.

→ How to view the breakdown of fees assessed for the term(s) in which you are registered through Fee Assessment.

→ How to view a list of your financial holds at the University through Financial Holds.

→ How to view, save and print your T2202A Tax Form

→ How to view, save and print your U-Pass Receipt.

Personal Information

→ How to view your Demographic Information.

→ How to view, edit, and add Addresses.

→ How to view, edit, and add Phone Numbers.

→ How to view, edit, and add Email Addresses.

→ How to view, edit, and add Emergency Contacts.

Sign In to Bear Tracks

The *Sign In* page is the first point of access into Bear Tracks and the process for signing in is simple. Users *without* a CCID will enter as **Guests,** otherwise:

- Enter your *Campus Computing ID (CCID)* and *Password* into the appropriate fields.
- The role associated with your CCID will determine the information seen on the resulting Home Page.
- Summaries of *What's Inside* Bear Tracks for the roles of Applicants, Students, Instructors, and Employees are displayed on the bottom half of the *Sign In* page.
- Current information relevant to Bear Tracks and its users is displayed under the *Announcements* section on the right hand side of the *Sign In* page.
- Other important links are available at the very bottom of the *Sign In* page.

Navigation in Bear Tracks

Menu Navigation
→ The left hand menu bar is present on every page of Bear Tracks.
→ The display of topics shown on the left hand menu bar expands or collapses as the different headings are clicked.
→ In addition to the navigation from the left hand menu bar, there is tabbed navigation available from within each page in Bear Tracks. Across the top of each page is a list of topics arranged in a tabular fashion that matches the menu options available on the left hand side of the page.

Home Page
→ Once you have signed into Bear Tracks, you will arrive at a home page with a menu path outlined on the left hand side of the page.
  • If you are a new Applicant to the U of A, and have not yet been admitted, you will have limited access under the menu options of *Academics (Search)*, *Financials*, *Personal Information*, *Admissions, and Undergraduate Awards*.
  • Once you are admitted and become a Student, you will have access to additional features within these menu options.
    ☑ The **Admissions** heading will only be visible for users who have submitted an application for admission, readmission or internal transfer for an upcoming term.
→ In the middle of the Student Home Page is a snapshot of a student's academic, financial and personal records. This snapshot includes an 'at-a-glance' view of the student's weekly schedule, account summary and personal information, as well as any admission information (if they are also an applicant).
→ On the right hand side of the page is a vertical box with additional information, including a quick look at Financial Holds and Enrollment Dates. There are also links to other helpful information, such as, University references and student services. This information may periodically change.
→ On the top right hand section of the Home Page is a selection of links (**Home**, **User Guide**, **Report a Problem**, **Sign-Out**) that are available on every page of Bear Tracks.
  • The *Home* link is used to return to the Home Page.
  • The *User Guide* link is used to access the Bear Tracks Student User Guide or the video tutorials.

- The ***Report a Problem*** link is used to log problems or questions about Bear Tracks on an online form. Responses will be generated by the Registrar's Office within one working day (during office hours).
- The ***Sign-Out*** link is used to exit Bear Tracks. For security purposes it is important to sign out of Bear Tracks when ending a session. It is also suggested to close the browser window once you have signed out.

Terminology

Class - The scheduled offering of a course component or section (e.g., lab, lecture seminar) which specifies the day, time, location, and instructor.
Course – An approved subject offering; *not* scheduled.
Enroll – The act of registering in a class. The terms enroll and register are used interchangeably.

Class Website Icon

	If this icon is displayed next to a class on the class schedule grid on the **Student Home Page**, then a class website can be accessed by clicking on the icon. The website URL will also be available on the detailed grid on the bottom of the ***Class Schedule*** page.

Registration Symbols

🟢 Open   🔶 Full   ❌ Cancelled   🟦 Closed (Contact Department)

Open – Indicates that there is space available in the class.
Full – Indicates that there are no seats available for registration. Note: Only full classes can be added to the Watch List.
Cancelled – Indicates that the class has been cancelled by the teaching department.
Closed - Indicates that the class is not available for web registration. To register in a closed class, you must contact the Teaching Department for assistance.

Admissions Symbols

Some applicants may be able to view a snapshot of their current applications from their Home Page. Following is an explanation of the symbols shown on the grid.

⭐ **Action Required** – There are To Do List items required for your application.
⚠ **Pending Review** – Your application has been received and will be reviewed to determine if there are any To Do List items.
🟢 **Complete** - All To Do List items have been received and your file will be reviewed for an admission decision.

GO ▶

Related Links
RO Website:
Student Video Tutorial – Navigation

Application Status

The **Application Status** page allows you to track the entire application and admission process online - from submission of your application and requested documents to the result of an admission decision. *Only applications for future terms are displayed.*

This Application Status segment of the User Guide segment is divided into three major sections:
- **Information Displayed on the Application Status Page**
- **View Comments**
- **View Transfer Credit Report**

Navigation: Admissions > **Application Status**

Information Displayed on the Application Status Page

If you have applied to more than one program, you will see information displayed for each program. The information is summarized by: Priority, Academic Institution, Faculty, Program, Term, Academic Career (whether Graduate or Undergraduate), Major-Minor/Dept and Concentration, Application Number and Application Date.

Application Status

Directly below each program summary is the *application status*. It informs you of the completeness of your application. There are three possible *Application Status* messages displayed: *Requires Action, Pending Review, and Complete*.

Admissions: Application Status

PENDING REVIEW	→ Indicates that the application has been received by the U of A. → The application needs to be reviewed before determining what documents, if any, are required to complete the application. → Applicants should check back for updates to the *To Do List*. → **Internal transfer applicants** should be aware that although further documentation may not be required, the application status will remain as *Pending Review* until an admission decision has been made.
REQUIRES ACTION	→ Indicates that there are items missing from the application. Select the *show To Do List items* link for *Outstanding Items* (note that *Complete Items* will also be displayed). → Applicants should check back for updates as additional items may be added as the application is reviewed. → **Note:** *Completed Items* will also be listed on the **To Do List** page.
COMPLETE	→ Indicates that all the items required to complete the application have been received. → Applicants should verify that the items have been received by selecting the *show To Do List items* link and looking for *Completed Items*. → Application Status will display as *Complete* for applicants offered Provisional Admission even though *To Do List Items* will be outstanding. → **Note:** Even though an application status is displayed as *Complete*, an admission decision may still be *Pending* and the file may still require Faculty review. Applicants should check back for updates.

Admission Decision

Admission decisions are displayed for those programs to which an applicant has been or is being considered for admission. It is possible that an applicant will not be considered for every program, or an applicant may receive multiple admission decisions. For example, if an applicant is offered admission to their first choice, they might not be considered for alternate choices. In some cases, an applicant may receive multiple offers of admission.

There are a number of possible admission decision messages that may be displayed beneath the application status for each program.

Pending	→ Indicates that all *To Do* items have been received and an admission decision has not yet been made.
Admitted	→ Indicates Final Admission to the program specified.
Provisional Admission	→ Indicates admission to the program specified with a provision. → There is a requirement to submit all outstanding *To Do* items for this program and meet any other provisions stated in the admission letter.
Early Admission	→ Indicates Early Admission to the program specified. → There is a requirement to submit all outstanding *To Do* items for this program and meet any other conditions stated in the Early Admission letter to receive Final Admission. If the conditions are not met by the deadline indicated, the admission may be rescinded.

Final Admission Confirmed	→ Indicates that all the conditions of Early Admission have been met. → Final Admission to the program specified is now confirmed.
Cleared Provisional Admission	→ Indicates that all the provisions of the admission have been met. → Final Admission to the program specified is now confirmed.
Early Admission to Provisional Admission	→ Indicates admission to the program specified with a provision. → There is a requirement to submit all outstanding *To Do* items for this program and meet any other provisions stated in the admission letter.
Ineligible	→ Indicates that admission to the program specified has been denied. → The minimum requirements for consideration of admission have *not* been met.
Quota Filled	→ Indicates that admission to the program specified has been denied. → Although the minimum admission requirements for this program may have been met, the application was not competitive.
Cancelled	→ Indicates that the application has been cancelled.

View Comments

Some, but not all applicants will have comments added that include important information and may require a course of action. The comments can be viewed by clicking the *view comments* link located below the *show To Do List items* link. There are two categories of comments: **Application Comments** and **Program Comments.**

Application Comments pertain to an application for admission to the University. They will be listed at the top of the page, with the most recent comment listed first.

Program Comments pertain to a specific program listed on an application for admission. They will be displayed below each program, in the order they were added with the most recent listed first.

It is important to note that not all applications will have comments. As well, *comments that are applied will remain on a student record throughout the entire application process.* The Comments section should be checked periodically to review any updates to an application.

View Transfer Credit Report

The **View Transfer Credit Report** button is only available to undergraduate applicants who have been offered admission (including Early, Final or Provisional Admission) to a program, and who have been granted postsecondary transfer credits. This button is *not* available when a review of transfer credit is in progress.

Where transfer credit has been granted, a **View Transfer Credit Report** button appears on the Application Status page. There are three options from the View Transfer credit report page:
1. View transfer credit report information,
2. Print the view page using the print function from the browser, or
3. Select the **Open PDF** button (located at the top and bottom of the page) to open up the Transfer Credit Report in PDF.
    ☑ Selecting the **Open PDF** button launches a request process to generate a report in PDF format which may take up to one minute to complete.

Related Links

User Guide: Main Menu, To Do List

To Do List

The **To Do List** allows you to track transcripts and other required documentation for each program to which you have applied. To Do List items may differ between applications.

Primary Navigation: Admissions > **To Do List**

The **To Do List** will display a summary of all *Completed* and *Outstanding* items for all applications.

→ *Outstanding items* are listed by due date; earliest to latest.
→ *Outstanding items* will have a Status of *Initiated*
→ Outstanding *To Do items* should be submitted to the Office of the Registrar, or other designated offices, by the due date.
→ Items that have been received will be listed under *Completed Items*.
→ The *Application Number* and *Application Date* are unique to each application submitted.

In addition, there are two quick ways to view *Outstanding items*:
• View items listed under the *To Do List* on the right hand side of the **Student Home Page**.
• Select the **show To Do items** button next to each program listed on the **Application Status** page.

Related Links
User Guide: Main Menu, Application Status

Apply for Awards

Apply for Awards

This feature allows you to complete and submit applications for many awards offered by the University of Alberta (U of A). It is not necessary to have applied for or received admission before applying for awards.

☑ This section of the User Guide is directed at users who *do* have a Campus Computing ID (CCID). If you do *not* have a CCID, refer to the *Apply For Awards* section of the Bear Tracks Guest User Guide.

➡ **Navigation:** Undergraduate Awards > **Apply for Awards**

To complete the application process:

1. From the list of three descriptors, choose the category that best describes you.

   ☑ In event that multiple years are displayed for a category, select the year in which you will be attending the U of A.

2. Click the **next** button to proceed to the **Award Competition** page.

   ☑ All competitions available to your student category will be displayed. The **Apply Now** button will appear for those competitions that are open.

3. Select the *Award Competition* for which you wish to apply:
   - Click on the name of the award competition to view the specific details about that award.
   - Click on the **Apply Now** button to apply for a specific award competition.

   ☑ By completing one application you may be considered for multiple awards.

4. Input the required information for the competition you have selected and submit the application when you are finished.

   ☑ Each competition application is unique and requires different information to complete it.

   ☑ Review the notes at the end of this section entitled: **Important Information for Reviewing Instruction Pages and Completing Competition Applications** for tips on completing your application properly.

5. After you have submitted your application, a *Submit Successful* message will appear indicating that your application has been received.

6. Click **OK** to return to the **Competition** page.

7. Click the *View/Print* link to view a summary of your submitted application.

Important Information for Reviewing Instruction Pages and Completing Competition Applications

Bear Tracks times out in 30 minutes. Some applications, such as Leadership, require detailed activity summaries and essays that can take a long time to complete. Avoid losing data by tabbing out of a field periodically. Alternatively, navigate through the application and prepare written portions offline and return to complete the application when ready.

☑ Most competition applications include either an instruction page at the beginning or provide instructions throughout the application.

☑ Some applications require letters of reference; it is recommended to print the instructions for those providing letters.

☑ Ensure you complete the application accurately, as you are only permitted one submission.

☑ In order for your application to be considered complete, you must successfully submit the application; a confirmation message will be displayed if the application was submitted successfully. Please use the *Report a Problem* link on Bear Tracks if you encounter any difficulties.

☑ Before you log off Bear Tracks, verify that your application has been submitted by viewing the **Awards Competition** page.

My Awards

This feature allows you to:
- View monetary and non-monetary awards for which you have applied and/or are being considered;
- Accept or decline awards that have been granted;
- View the status of awards already accepted or declined.

Primary Navigation: Undergraduate Awards > **My Awards**

To view awards:
1. Select the radio button next to the applicable year.
2. Click the **CONTINUE** button.
3. View a summary of the awards displayed on the **List Awards** page:
   → Awards are listed under two categories:
      - Awards Applied to Student Account
      - Awards not Applied to Student Account:
        ☑ A status of *Pending* indicates that you are being considered for the award.

If you have been notified of an award, you will need to accept or decline the offer.
To accept/decline awards:
1. Select the radio button next to the applicable year.
2. Click the **CONTINUE** button.
3. Select the ⬚accept/decline⬚ button to proceed to the **Terms of Awards** page.
4. View the information on the **Terms of Awards** page, including:
   → Eligibility conditions for each award.
   → Registration requirements and payment information for each award.
5. If your Social Insurance Number (SIN) is not on file, a message will be displayed asking for it. This is to ensure a timely disbursement of the award.
6. Respond to the questions at the bottom of the **Accept/Decline** page by clicking on the *yes/no* radio buttons:
   → The first statement requires that you accept or decline the award.

→ The second statement requires that you accept or decline the terms of the *Freedom of Information and Protection of Privacy Act (FOIPP)*. This allows the Student Awards office to report your name and contact information to the donor.

It is important to thoroughly review the terms and conditions of an award or the outcome could be costly. Pay attention to all the requirements, particularly those related to registration.

7. Select the **SUBMIT** button to confirm the decision, **or,** select **CANCEL** to return to the **List of Awards** page.

If you accept the terms and conditions of an award and submit the transaction *without* entering a SIN, a message will appear at the top of the **List of Awards** page directing you to provide your SIN to the Registrar's Office when it's available.

	Search for Classes
Bear Tracks User Guide	

Search for Classes

The Search for Classes function is used to look for information about scheduled classes for a particular term. A variety of search criteria may be entered to narrow or broaden a search. Search results provide information such as, date and time of class, location, name of instructor, number of seats available and so on.

Primary Navigation: Academics > Search**/Search for Classes, OR,**
⇒ Click on the **Search for Classes** button on the top right hand side of the Student Home Page.

To search for classes:
1. Select the desired term from the drop-down menu.
2. Enter search criteria into open fields:
- Conduct a *basic* search by entering information into the fields displayed under **Class Search Criteria** (see Basic Search Criteria table below for more information), or
- Conduct an *advanced* search by clicking the **Additional Search Criteria** button (see Advanced Search Criteria table below for more information).
- The check-box is defaulted for *Open Classes Only*. Remove the check mark to find *all* classes, including class sections that are full.
3. Use the **CLEAR CRITERIA** button to clear information from the fields and enter new search criteria.
4. Click the **SEARCH** button to retrieve results.
5. View information returned on the **Search Results** page:
→ The 'Open your current Schedule Builder page in a new window' link will open a new window with your Schedule Builder to help you make your class selections.
→ Summary of search criteria entered.
→ Subject notes (if applicable). For example, notes about restrictions or special requirements for a particular course subject or Faculty.
→ List of classes that meet the search criteria, including class details, course name and number, section, location, days, times, instructor, availability, and status.
→ New search criteria can by entered by clicking the **START A NEW SEARCH** button.

→ The **SCHEDULE BUILDER** button enables you to add selected classes to the Schedule Builder.

Basic Search Criteria	
Course Subject	→ Provides an alphabetical listing of all course subjects offered. Key in the first few letters of the subject to narrow your search. For example, enter 'soc' for Sociology. If you already know the abbreviation of the Course Subject, type it into the blank field beside the drop-down box.
Course Number	→ The number of the course narrows the search down further. There are various options available from the drop-down menu to customize the number search. For example, selecting *Begins with…* from the drop-down list and entering '2' in the field beside it, returns a list of all 200-level courses for the chosen subject.
☑ Show Open Classes Only	→ When the check-box is active, the search will return only classes that have space available. Click in the check-box to add or remove the check mark.

Advanced Search Criteria	
Course Career	→ Narrow the search by choosing either Graduate or Undergraduate courses from the drop-down list. Leaving the field blank will select *all* graduate and undergraduate courses.
Meeting Time	→ Meeting time refers to the class start time. The search will return classes that start between the times indicated.
Day of the Week	→ Select one of the options from the drop-down list to narrow the search to include or exclude certain days of the week. → Then, click on the check-box(es) next to the relevant day(s) of the week to include or exclude in the search. **Note:** By choosing the *Include only…* option, only classes offered on those days will be returned. For example,

	choosing *Include only Wednesday* will show results for classes offered on Wednesday only.
Instructor Last Name	→ Search for classes taught by a specific instructor by entering the first few letters, the exact last name, or letters contained in the name.
Instructor First Name	→ Search for classes taught by a specific instructor by entering the first few letters, the exact first name, or letters contained in the name.
Course Title Keyword	→ Search for a class by its title. Enter the course title or part of it to return search results that include all classes with the keyword or partial keyword as part of the title.
Course component	→ Course components are the type of sections that are offered. For example, a lecture class is shown as LEC, a seminar class is shown as SEM. Narrow the class search further by selecting a component from the drop-down list or leave the field blank to search on all components.
Mode of Instruction	→ Refine a search by selecting the mode of instruction (the way in which the course is being delivered). For example, selecting *In Person* will return classes that are taught in a regular classroom.
⚠	**To search for Internet courses:** → Select 'Internet' in the **Mode of Instruction** field, and → Select 'Off-Campus Locations' in the **Campus** field.
Campus	Search for classes that are offered on the main U of A campus or off-campus. By selecting *Off-Campus Locations* from the drop-down list, a list of locations will become available through the *Location* drop-down list.
Location	An alphabetical list of locations will be available by selecting a search by *Off-Campus Locations* in the field above.

Browse Course Catalog

The Browse Course Catalog feature provides access to a comprehensive listing of information about *courses* offered at the University of Alberta.

➡️ **Primary Navigation:** Academics > Search**/Browse Course Catalog**

To browse for courses:
1. Select either the *Fall/Winter* or *Spring/Summer* option from the *Term* drop-down menu to initiate the **Select Criteria** page.
   ☑ The Fall/Winter option returns a full list of all courses that may be offered by the U of A, regardless if they are actually scheduled or not.
   ☑ The Spring/Summer option returns a list of courses that are actually scheduled in the Spring/Summer terms.
2. Enter search criteria in the *Search Criteria* section. Begin by selecting a *Course Subject* from the alphabetical list in the drop-down menu.
   ☑ The search can be narrowed by entering the *Course Number*, but that is optional. There are several ways to customize the course number search using the options from the drop-down list. For example, if *Begins with…* is selected from the drop-down list and '2' is entered in the field beside it, the search will return a list of all 200-level courses for the chosen subject.
   ☑ Courses may not be taught every year. Clicking on the *Select Scheduled Classes Only* check-box narrows the search to courses that have actually been scheduled for the year. This option is automatically selected for Spring/Summer.
3. Click on the **SEARCH** button to retrieve search results.
4. View information returned on the **Catalog Search Results** page:
   → A list of all the courses that meet the search criteria is displayed alphabetically and organized by Faculty.
   → The *Legend* link on the top right hand section of the page provides more detailed information about interpreting course listing descriptions.
   → The **ADD TO PLANNER** button is only available to students. When available, it enables adding relevant courses to My Planner.

Bear Tracks User Guide	Differences Between My Planner and Schedule Builder

There are two features in Bear Tracks to help students in planning their courses and classes. **My Planner** is used to plan *courses* over time, whereas the **Schedule Builder** is used to organize, validate and enroll in *classes* for a term. The following information is to help distinguish between the two features.

My Planner	Schedule Builder
→ Optional. → Used to plan the *courses that you must/might take* over the next number of terms or over the course of a few years. → Students **cannot** enroll in classes using this feature.	→ Used to create a **draft schedule** prior to enrolling → Used to enroll in *class sections* for a term. → Students **can** enroll in classes using this feature.

My Planner
√   Think of it as a virtual highlighter for the University Calendar http://www.registrar.ualberta.ca/calendar/.
√   It is an *optional* planning tool which helps you note courses you might want to take throughout your degree.
√   You can add courses to My Planner from the course catalog to start planning your future terms for the next few years.
√   It is not used to enroll (register) in classes.

Schedule Builder
√   It is used to select and organize specific class sections for an upcoming term and temporarily save those classes as a **draft schedule** until it is time to enroll. Note: The Schedule Builder is not your final registration.
√   It can also be used to validate a class section to determine your eligibility to enroll in it prior to being able to enroll in it. Then, once your enrollment date arrives, you can enroll in some or all of the classes being held in the **Schedule Builder**.

Differences Between
My Planner and Schedule Builder

Related Links

User Guide: Main Menu, My Planner, Schedule Builder

My Planner

You can plan your studies ahead of time by identifying *courses* needed to complete a program and adding them to My Planner. Using My Planner to plan your courses is a process similar to highlighting courses in the University's printed calendar. *My Planner* is a completely optional tool and is **not** used to enroll (register) in classes.

Benefits of My Planner

- You can keep a list of all of the courses needed to complete a degree. The calendar may change from year to year, but your degree requirements may not and they can be tracked in one place using My Planner.
- If all course degree requirements are mapped in My Planner and then you end up changing a major or a minor, it is easy for you or an advisor to view the Planner and make any adjustments.

Primary Navigation: Academics > Plan**/My Planner**

To use My Planner

1. If you have any courses identified in the Planner, you will see them listed in a table. If your Planner is empty, a message indicating this will be displayed.
2. Select the **BROWSE COURSE CATALOG** button to search for a course you wish to add to the Planner.
3. Once you locate a course of interest to you, select the **ADD TO PLANNER** button. A message will appear indicating the course has been added to your Planner.
4. To return to the **My Planner page**, select the *My Planner* tab.
5. The courses added to the Planner will remain *unassigned* until you move them to a specific term. Courses assigned to a specific term will also be displayed in table.

   ☑ If you try to do a course search in the Schedule Builder using the *My Planner* option, only courses assigned to that term and any unassigned courses will be displayed. Courses assigned to a different term will not be displayed.
6. To delete a course from your Planner, click the *trash can* icon in the *Delete* column.

Related Links
User Guide: Main Menu, My Planner vs. Schedule Builder, Browse Course Catalog
RO Website:
Student Video Tutorial — My Planner

Schedule Builder

You can plan your timetable ahead of time by identifying and adding classes to your schedule. Once you can start enrolling in classes (on your enrollment appointment date), use the Schedule Builder to add classes to your registration.

☑ You do *not* drop or swap classes through the Schedule Builder.

You can also validate classes within the Schedule Builder to ensure that no time conflicts are present, course requisites are met, that your course limit for a term is not exceeded, and if repeats are allowed.

⚠️ The Schedule Builder is *not* your final registration. It is a tool to help build a conflict-free, draft schedule. When you are ready to register, you will add the class section(s) from the Schedule Builder into your Class Schedule.

➡️ **Primary Navigation:** Academics > Plan**/Schedule Builder, OR,**
⇒ Click on the link on the Student Home Page below the class schedule grid.

To add a class to your Schedule Builder:
1. A list of terms for which you are eligible to register will be displayed in a table.

   ☑ Multiple rows of the same term may be listed if you are eligible to enroll as both an undergraduate and a graduate student.
2. Select a specific term and click the **CONTINUE** button.
3. Find a class to add, using one of the options displayed:
   - **Class Search** - refer to Bear Tracks User Guide Search for Classes section if you need help in this area.
   - **My Planner** - if you have already added classes to your Planner, you can move them to your Schedule Builder. If no classes are in your Planner, a message to use the Class Search option will be displayed.
4. When you find a class using the Class Search option, select it using the corresponding radio button, and click the **SCHEDULE BUILDER** button to add the class to your Schedule Builder. If a class has multiple components (i.e. Lecture, Lab, Seminar, etc.) you will be prompted to make a selection for the related components.

Schedule Builder

☑ Class selections that are moved into your Schedule Builder are color-coded.

☑ Once you have successfully enrolled (registered) in a class, it is displayed in grey in your Schedule Builder.

☑ Classes that have a time conflict are displayed in a lattice pattern.

☑ You can add a *full class* from your Schedule Builder to Watch List by selecting the check-box beside the class and clicking the **WATCH LIST** button. The full class will remain in both your Schedule Builder and Watch List. Refer to Bear Tracks User Guide Watch List section if you need help in this area.

To validate classes in your Schedule Builder:
1. Select one or all of the classes in your Schedule Builder displayed below the draft schedule grid by clicking the check-boxes beside the classes.
2. Click the **VALIDATE** button.
3. Review the message(s).
4. Select the **SCHEDULE BUILDER** button to return to your **Schedule Builder** page to make changes to your registration if necessary.

To enroll in classes from your Schedule Builder:
1. Select one or more classes from your Schedule Builder displayed below the draft schedule grid by clicking the check-boxes beside the classes.
2. Click the **ENROLL** button.

   ☑ If your enrollment appointment is in the future, an error message will be displayed. View your Enrollment Dates page for details on when you can start enrolling in classes.

3. Confirm the class information and click the **FINISH ADDING** button to complete the request. Verify the result of the add transaction and make a note of the Enrollment Request ID.

GO ▶

Related Links
User Guide: Main Menu, Add Classes, Search for Classes, Watch List
RO Website:
Student Video Tutorial – Build a draft Schedule

Schedule Builder

Bear Tracks User Guide

	Watch List
Bear Tracks User Guide	

Watch List

If you want to enroll in a class that is *full*, you can add the class to your Watch List. Once a space becomes available, an email notification will be sent to your ualberta email address to let you know that a space is available. You also have the option to have the email notification sent to your personal email and/or mobile phone.

☑ The **WATCH LIST** button will appear in Browse Course Catalog, Search for Classes and Schedule Builder, but only if *full* classes are being displayed in any of these areas.

To add classes to your Watch List:

1. When a full class appears within the search results on the **Search for Classes** page or the **Browse Course Catalog** page, select it using the radio button or check-box and click the **WATCH LIST** button.
2. When one of the related components for a class is full when it is being selected within the **Schedule Builder/Add**, or **/Swap** pages, select it using the radio button or check-box and click the **Watch List** button.
3. When a class that is in your **Schedule Builder** becomes full, the **WATCH LIST** button will be displayed. Select it using the check-box and click the **Watch List** button to add the class to your Watch List. Note that the class will *not* be removed from the Schedule Builder.

To use the Watch List:

1. When space becomes available in a full class, an email will be sent out to your ualberta email address. If you requested to be notified regarding updates to your watch list to another email or to your mobile phone you will also receive an identical notification to your ualberta email address.
2. Navigate to the Watch List: Academics > Plan**/Watch List.**
3. Choose the term from the list of terms for which you are eligible to register.

   ☑ Multiple rows of the same term may be listed if you eligible to enroll as both an undergraduate and a graduate student.

   ☑ Once the add/drop deadline for a term has passed, the term will no longer be displayed.
4. When a class from your Watch List has available seats, the **ADD TO SCHEDULE BUILDER** button will be displayed. Click this button to transfer the class to your Schedule Builder.

	Watch List
Bear Tracks User Guide	

☑ If the class is already in the Schedule Builder, a warning message will be displayed.

☑ Once you have enrolled in a class, it will be automatically removed from your Watch List.

5. To manually remove a class from the Watch List, select the check-box beside the class and then click the **DELETE** button.

GO ▶

Related Links
User Guide: Main Menu, Browse Course Catalog, Search for Classes, Schedule Builder

	My Class Schedule
Bear Tracks User Guide	

My Class Schedule

My Class Schedule shows a color-coded, proportionally accurate presentation of the details of your class schedule as well as days and times of each *enrolled class in a term*. In addition, if one of the class instructors has configured a website link, the URL will be displayed with the class description.

☑ You should review this page prior to the commencement of classes to verify if there have been any updates or changes to the class location(s).

My Class Schedule provides a link to view your tentative exam schedule until the final draft is available on the Exam Schedule page. Also, a textbook listing link will be available approximately one month before the start of classes which will display the textbooks that you require or are recommended for the classes you are enrolled in.

Primary Navigation: Academics > Enroll/**My Class Schedule, OR,**
⇒ Click on the link on the Student Home Page below the class schedule grid.

To view your class schedule:
1. Select a specific *Term* from the list of terms displayed.
   ☑ Multiple rows of the same term may be listed if you are registered as both an undergraduate and a graduate student.
2. Click the **CONTINUE** button.
3. Verify your program information is correct at the top of the page for the selected term. The message '**Your registration is confirmed**' will be displayed above the grid when you have met all the requirements.
4. View the class schedule displayed in a color-coded grid, including:
   → Course name
   → Section
   → Class number
   → Class location
5. Below the color-coded grid, additional details of each course are listed, including the instructor's name (if already assigned), start and end dates, and a link to class website (if available). Selecting the *Class Number* link on the page will display the **Class Details** page for the corresponding class. Selecting the class location will link you to the campus map.

☑ If a URL has been configured for a class (for example, access to WebCT, Blackboard, or another website), the URL itself will be displayed in the additional details section at the bottom of the **My Class Schedule** page.

6. To print the class schedule, click the **PRINT SCHEDULE** button.
7. To return to view a list of terms, click the **CHANGE TERM** button.

To download your class schedule (to Outlook, iCal, and Google Calendar):

1. Right-mouse click on the 'download your class schedule' link to download/save the link/save target as an ics (iCalendar) file.
2. Once downloaded, import the file to your calendar program. You must use the 'import' option within the calendar program to properly import the entire file.

☑ Outlook: to import the ics file select 'Import and Export' from the File menu. An 'Import and Export Wizard' box will appear. Select 'Import an iCalendar or vCalendar file (.vcs)' and select the Next button. Find the ics file that was downloaded and select OK.

☑ Google Calendar: to import the ics file select the 'Settings' link then click on the 'Calendars' tab within 'Calendar Settings'. Select the Import Calendar option/link. Find the ics file that was downloaded and select Import.

To create a PDF schedule you must download a program such as CutePDF that will give you the option to select PDF when you select the 'print schedule' button.

GO ▶

Related Links
User Guide: [Main Menu](#)
RO Website:
How to Register

	Add Classes
Bear Tracks User Guide	

Add Classes

You can add classes to your schedule for the selected term. This is done using the Schedule Builder.

☑ If you have a financial hold you will not be able to register in classes until you clear the hold.

☑ Classes can only be added until the add/drop deadline for a given term.

➡️ **Primary Navigation:** Academics > Enroll**/Add**

To add a class to your schedule:
1. Select a specific term from the list of current terms that are displayed in the table.

   ☑ Multiple rows of the same term may be listed if you are eligible to enroll as both an undergraduate and a graduate student.

   ☑ Once the add/drop deadline for a term has passed that term will no longer be available for selection.
2. Click the **CONTINUE** button.
3. Find a class to add, using one of the options displayed, **or**, if you know the class number, enter it into the *Enter Class Nbr* field and select the **enter** button:
   - **Class Search** - refer to Bear Tracks User Guide **Search for Classes** section if you need help in this area.
   - **My Planner** - if you have already added classes to your Planner, you can move them to your Schedule Builder. If there are no classes are in your Planner, a message to use the Class Search option will be displayed.
4. Select one or more classes in your Schedule Builder displayed below the draft schedule grid by clicking the check boxes beside the classes.
5. Click the **ENROLL** button.

   ☑ If your enrollment appointment is in the future, an error message will be displayed. View your Enrollment Dates page for details on when you can start enrolling in classes.
6. Confirm the class information and click the **FINISH ADDING** button to complete the request. Verify the result of the add transaction and make a note of the Enrollment Request ID.

7. Select the **MY CLASS SCHEDULE** button to ensure that the class(es) has/have been added to your registration.
8. Select the **ADD ANOTHER CLASS** button if you would like to add another class.

⚠️   Always verify the status of your add transaction in the *Status* column and review any displayed messages.

☑ A/B part classes consist of part A and part B, and are usually offered over two terms (Fall/Winter or Spring/Summer), but can also be offered in the same term (Fall or Spring). Instructions on adding A/B part classes are available in the **Add A/B Part Classes** section of this User Guide.

☑ Classes not available for web registration will have a blue box class note associated with the section that states, 'Contact the Teaching Department for registration assistance. Closed to web registration'. You must obtain consent from the Teaching Department to enroll in the class. As well, you will not be able to enroll in these classes through Bear Tracks.

GO ▶

Related Links
User Guide: Main Menu, Schedule Builder, Search for Classes, Financial Holds, Add A/B Part Classes

RO Website:
Student Video Tutorial – Add Function
How to Register
Dates and Deadlines

Add A/B Part Classes

Add A/B Part Classes

A/B part classes are usually offered over two terms (Fall/Winter or Spring/Summer), but can also be offered in the same term. The steps for both A/B patterns are outlined below.

> You must register in the same section of the part A and part B class on the same day (e.g., Engl 111**A Lec C1** and Engl 111**B Lec C1**). If you do not register properly, your invalid A/B class registration will be deleted overnight, after Bear Tracks closes, and an email will be sent to you. *It is then your responsibility to attempt the A/B class registration again, subject to availability.*

☑ A/B part classes must be added by the add/drop deadline for the A portion of the class.

➡ **Primary Navigation:** Academics > Enroll**/Add**

To add an A/B class offered over *two terms* (Fall/Winter or Spring/Summer):
1. Select the term for part A of the class from the list of current terms displayed in the table.

   ☑ Multiple rows of the same term may be listed if you are eligible to enroll as both an undergraduate and a graduate student.

   ☑ Once the add/drop deadline for a term has passed that term will no longer be available for selection.
2. Click the **CONTINUE** button.
3. Find part A of the class to add, using either Class Search or My Planner search options.
4. Select the class in your Schedule Builder displayed below the draft schedule grid by clicking the check box beside the class.
5. Click the **ENROLL** button.

   ☑ If your enrollment appointment is in the future, an error message will be displayed. View your Enrollment Dates page for details on when you can start enrolling in classes.

6. Confirm the class information and click the **FINISH ADDING** button to complete the request.
7. Verify the result of the add transaction and make a note of the Enrollment Request ID.

   ☑ A warning message is returned when you register in each section of an A/B class. The message is a reminder to complete your registration for the other part, and it is displayed for successful transactions only.

8. Select the **MY CLASS SCHEDULE** button to ensure that the class has been added to your registration.
9. Select **Enroll/Add** from the left hand navigation menu to return to the **Add** page to proceed with adding part B of the class.
10. Select the **CHANGE TERM** button on the **Add** page.
11. Repeat **steps 1-8** to add part B of the class.

To add an A/B part class offered in the *same term*:
1. Select a specific term from the list of current terms displayed in the table.

   ☑ Multiple rows of the same term may be listed if you are eligible to enroll as both an undergraduate and a graduate student.

   ☑ Once the add/drop deadline for a term has passed that term will no longer be available for selection.

2. Find part A of the class to add, using either Class Search or My Planner search options. Find part B of the class to add.
3. Select the classes in your Schedule Builder displayed below the draft schedule grid by clicking the check boxes beside the class.
4. Click the **ENROLL** button.

   ☑ If your enrollment appointment is in the future, an error message will be displayed. View your Enrollment Dates page for details on when you can start enrolling in classes.

5. Confirm the class information and click the **FINISH ADDING** button to complete the request.
6. Verify the result of the add transaction and make a note of the Enrollment Request ID.

   ☑ A warning message is returned when you register in each section of an A/B class. The message is a reminder to complete your registration for the other part, and it is displayed for successful transactions only.

7. Select the **MY CLASS SCHEDULE** button to ensure that both parts A and B of the class have been added to your registration.

[GO ▶]

Related Links
User Guide: Main Menu, Add Classes, Schedule Builder, My Planner, Class Search, Financial Holds

RO Website:
Student Video Tutorial – Add Function
How to Register
Dates and Deadlines

Bear Tracks User Guide	# Drop Classes

Drop Classes

You can drop a class from your schedule until the add/drop registration deadline for the term.

☑ Once the add/drop deadline for a term has passed, you will not have the option to select that term.

☑ A/B classes must be dropped by the add/drop deadline for the A portion of the class. If the add/drop deadline to drop A/B classes has passed you must visit your Faculty office to complete a Withdrawal form.

☑ If you have a financial hold, you will be able to drop classes, but you will *not* be able to add classes. If you intend to replace a dropped class with a new class, ensure that all financial holds are cleared.

➡ Primary Navigation: Academics > Enroll**/Drop**

To drop a class:
1. Select a specific term from the list of current terms that are displayed in the table.

☑ Multiple rows of the same term may be listed if you are registered as both undergraduate and a graduate student.

☑ Once the add/drop deadline for a term has passed that term will no longer be available for selection.

2. Click the **CONTINUE** button.
3. All registered classes for the term will be displayed in a grid. Multi-component classes will display all registered sections.
4. Select the class(es) you want to drop and click the **DROP SELECTED CLASSES** button.

☑ You are able to drop multiple courses at once if you wish to do so.

5. Verify that the class(es) you are dropping is correct and click the **FINISH DROPPING** button.
6. Verify the result of the drop transaction and make a note of the Enrollment Request ID.
7. Select the **MY CLASS SCHEDULE** button to ensure that the dropped class is no longer part of your registration.

<table>
<tr><td>**Bear Tracks User Guide**</td><td>Drop Classes</td></tr>
</table>

⚠️ Always verify the status of your drop transaction in the *Status* column and review any displayed messages.

GO ▶

Related Links
User Guide: Main Menu
RO Website:
Student Video Tutorial – Drop/Swap Function
Registration and Courses
Registration Dates and Deadlines

Bear Tracks User Guide	# Swap Classes

Swap Classes

You can swap an enrolled course with a new course. This process is a combination of add and drop.

☑ If you have a financial hold you will not be able to swap any classes until you clear the hold.

☑ Classes can only be swapped until the add/drop deadline for a given term.

☑ If you are not enrolled in any classes you will not have access to swap classes.

☑ To swap a component of a multi-component class while keeping one or more of the other components (for example, swap CHEM 101 Lec A2, Sem L14, Lab Q5 for CHEM 101 Lec B1 while keeping the same Lab and Sem), see the section entitled **Swapping Multi-Component Classes** at the end of this User Guide page.

Primary Navigation: Academics > Enroll**/Swap**

To swap classes:

1. Select a specific term from the list of current terms that are displayed in the table.

   ☑ Multiple rows of the same term may be listed if you are registered as both an undergraduate and a graduate student.

   ☑ Once the add/drop deadline for a term has passed that term will no longer be available for selection.

2. Click the **CONTINUE** button to go to the **Swap** page.

3. The first grid on this page called, *Swap This Class,* displays a list of classes in which you are currently enrolled. Below the section called *With This Class* is a list of any classes in your Schedule Builder. There is also the option to search for another class using **Class Search** or **My Planner**.

4. Select the class that you wish to swap from within the *Swap This Class* grid.

5. Next, select the class that you want to swap to from the *With This Class* section.

6. Click the **SWAP SELECTED CLASSES** button.

7. Confirm your selection and click the **FINISH SWAPPING** button to complete your request.

8. Verify the result of the swap transaction and make a note of the Enrollment Request ID.
9. Select the **MY CLASS SCHEDULE** button to ensure that the class has been swapped in your registration.

⚠️ Always verify the status of your swap transaction in the *Status* column and review any displayed messages.

Swapping Multi-Component Classes (while keeping one or more of the other components):

1. Select the class from the *Swap This Class* grid.
2. Select the class on the *With this class* grid from the Schedule Builder.
3. Next, select the corresponding component.

OR

1. Search for the class using the search function in the *With this class* grid. You will be prompted to make a selection for all required components even if you want to keep the same sections in which you are already enrolled.
2. Confirm your selection. All related components of a class will be displayed.
3. Verify the swap transaction.
4. View **My Class Schedule** to ensure that the class has been swapped in your registration.

GO ▶

Related Links
User Guide: Main Menu, Schedule Builder, Class Search, My Planner
RO Website:
Student Video Tutorial – Drop/Swap Function
How to Register
Dates and Deadlines

Enrollment Dates

Enrollment Dates

With this feature, you can view the assigned date and time of when you can start your registration for the term (enrollment appointment).

☑ Registration activity is not allowed prior to the assigned date and time. Only current registration terms are available for selection. Once the add/drop deadline for a term has passed that term will no longer be displayed.

Primary Navigation: Academics > Enroll**/Enrollment Dates, OR**

1. A quick view of Enrollment Dates is displayed on the vertical menu box on the right hand side of the Student Home Page.

To view your enrollment dates:

1. Select a specific *Term* from the list of terms for which an enrollment appointment has been assigned.

   ☑ Multiple rows of the same term may be listed if you are eligible to enroll as both an undergraduate and a graduate student.

   ☑ If you do not have access to enrollment, a message indicating this will be displayed.

2. Click the **CONTINUE** button.
3. Your enrollment appointment date and time will be displayed. You are eligible to start registering in courses on the noted date and time. You may register on this date or at any time thereafter until the add/drop deadline for the term.
4. Depending upon which enrollment appointment career you selected, a link to *undergraduate or graduate student registration information* will be displayed at the bottom of the page. Click the link to review important information such as confirming your attendance and dates and deadlines.

GO ▶

Related Links
User Guide: Main Menu, My Class Schedule, Add, Drop, Swap
RO Website:
Undergraduate Student Registration Information
Graduate Student Registration Information

	Change Program
Bear Tracks User Guide	

Change Program

You can switch your course registration to another program if you are admitted to more than one program in a term.

☑ This feature is *not* used to apply to a new program; if you wish to do so, you must submit an online application for admission/readmission.

☑ You may only be registered in one program in each career (undergraduate or graduate) at a time.

☑ If you have any financial hold(s), you will not be able to switch your course registration to another program.

➡ **Primary Navigation:** Academics > Enroll**/Change Program**

To change your program:
1. Select the *Term* for which you are making a change from the list of terms displayed.

☑ Changing your program in one term does not automatically change other terms. A change of program must be processed separately for each term.

☑ Once the add/drop deadline for a term has passed, that term will no longer be available for selection.

☑ If you do not have any alternate programs to which you can switch your course registration, a message indicating this will be displayed.

2. Click the **CONTINUE** button
3. A drop-down menu with eligible program(s) will be displayed. Select your new program choice.
4. Verify the *Plan Description* (if available) displayed below the new program choice.
5. Click the **SUBMIT** button to proceed.

☑ If you have an existing course registration, a *Change Program Option* box will be displayed for you to make a further selection.

→ **Drop all classes** - select this option if you wish to delete all classes for a selected term.

→ **Drop all classes and re-add eligible classes** - select this option if you wish to transfer all eligible classes to the new program.

6. A confirmation page will appear. Click the **YES** button to continue with program change. Or, click the **NO** button to cancel the transaction and return to the **Change Program** page.

7. After your program change is processed, you should review all success and/or error messages. If there are any error messages, you will be able to view them by selecting the *View Messages* link located at the bottom of the page.

☑ You should check your **Class Schedule** for the term in which you have just processed a change of program to verify the correct program information and transferred courses.

GO ▶

Related Links
User Guide: Main Menu, My Class Schedule, Add, Drop, Swap
RO Website:
Registration and Courses
Online Application for Admission/Readmission

Grades

The final grades for each enrolled course in a term can be viewed through Grades.

⚠️ Information displayed on the Grades page is *not* equivalent to your transcript.

☑ Departments forward grades to the Office of the Registrar within five working days of the final exam, or for courses with no final exam, within five working days of the due date of the final assignment. The Registrar's Office will post grades daily (during business hours).

☑ Once a final grade has been posted, an email notification will be sent to your ualberta email account unless you choose to opt-out of the notification. You also have the option to have the email notification sent to your personal email and/or mobile phone.

☑ Grades for the current term are unofficial until approved by the Dean of the Faculty. Once the grades are approved, the Statement of Results can be viewed on Bear Tracks.

➡️ **Navigation:** Academics > My Academics > **Grades**

To view your grades:
1. Select a specific term from the list of current and past terms displayed in the table.

   ☑ Multiple rows of the same term may be listed if you are/were registered as both an undergraduate and a graduate student.
2. Click the **CONTINUE** button.
3. The grades for each of your enrolled courses will be listed if they have been entered.
4. To return to view a list of terms, click the **CHANGE TERM** button.

View Grades

Related Links

User Guide: Main Menu, Statement of Results, Transcripts

RO Website:

Grading System Explained

Grade Results and Statements

	View Exam Schedule
Bear Tracks User Guide	

View Exam Schedule

You can view your personal exam information, including the dates, times, and locations of the final exam for each class.

- ☑ Fall and Winter class exam schedules are available as follows:
  - → First Draft - October and February
  - → Final Draft - November and March
- ☑ Spring/Summer class exam schedules are available at various times during the Spring/Summer terms. See Office of the Registrar website for actual dates.

Navigation: Academics > My Academics > **Exam Schedule**

To view your exam schedule:
1. Select a specific term from a list of available terms displayed in the grid.
2. Click the **CONTINUE** button.
3. View the exam schedule for each of your enrolled classes. The details displayed in the grid include the dates, times, duration, and location of each exam.

GO ▶

Related Links
User Guide: Main Menu, Grades, Statement of Results, Transcripts
RO Website:
Examinations
Grades
Transcripts

Transcripts

There are three tabs accessible through the Transcript menu option and each tab will be addressed in the User Guide as follows:
- **View an unofficial transcript**
- **Request an official transcript**
- **View the status of a transcript request**

To view an unofficial transcript

☑ An unofficial transcript reflects a student's academic record at the point in time when it is requested. It cannot be used as an official transcript as it does not bear the Registrar's signature, nor is it printed on security paper. An unofficial transcript may be incomplete if attendance at the University of Alberta was prior to May 1983; this portion of record must be obtained from the Registrar's Office.

☑ Students are responsible for ensuring the accuracy and completeness of their official record by verifying the unofficial transcript. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible.

Navigation:
Academics > My Academics >**Transcript/Unofficial Transcript** tab

1. Select the transcript type from the *Report Type* drop-down list.
2. Click the **GO** button.

While this process is taking place, do *not* click the **GO** button again or any other links on the page. Once processing is completed, the unofficial transcript will be displayed in the browser window.

☑ There are two types of transcripts available:
  → **U of A Unofficial Transcript**
  → **Augustana Unofficial Transcript (Three Year)** - only students currently enrolled in a three year Augustana degree program can select this transcript type. It displays student records effective September 2006. Records prior to September 2006 are maintained by Augustana Faculty and are issued as an official Augustana transcript.

3. To print the unofficial transcript as it is displayed, click the **PRINT** button in the browser window, **OR** select *File* and then *Print*.

4. To generate a PDF form of the unofficial transcript, click the **OPEN PDF** button located either at the top or at the bottom of the displayed transcript. The PDF file will open in the browser window.

To request an official transcript:

☑ If there is financial hold on your student record you will not be able to request an official transcript. Once the holds have been cleared, you will be able to make a request.

☑ Requests which require courier services are not accepted in Bear Tracks and should be made in person, by mail, or fax.

☑ Augustana Faculty students, who attended Augustana prior to September 2006, must submit a hard-copy Transcript Request Form.

Navigation:
Academics > My Academics >**Transcript/Request Official Transcript** tab

1. Select one of the available processing options:
  → **Immediate Processing** - to process a transcript request immediately. Please note that grades for courses which have been completed recently may not be available or approved.
  → **Degree Awarded** - to hold a transcript request until the degree has been awarded. Enter the *Academic Career* and the *Term* (i.e., enter 'Winter Term' for Spring Convocation or 'Summer Term' for Fall Convocation).

→ **Grade Approval** - to hold a transcript request until the Dean of the Faculty has approved the grades. Enter the *Academic Career* and the *Term* of the grades to be approved.

2. Enter the number of transcripts desired in the *Quantity* field. A maximum of five (5) copies is allowed for each request submitted.

3. Enter recipient address information:

→ **Send to My Address** - the official transcript will be mailed to the student's home address. The system will populate the current mailing address automatically. Verify that this address and if it is incorrect, it can be changed on the *Addresses* page in the *Personal Information* section of Bear Tracks.

→ **Send to an Educational Institution** - the official transcript will be mailed directly to a Canadian Institution. Use the *search* icon to find the name and address of the institution. The address will populate automatically.

→ **Send to Other Recipient** – the official transcript will be mailed directly to any other recipient. Manually enter the recipient's name and complete address. Incomplete address information will delay the processing of the request.

4. To complete the request, click the **SUBMIT** button. The **Document Request Status** page will be initiated once the form is submitted.

To view the status of a transcript request:

Navigation:
Academics > My Academics >**Transcript/Document Request Status** tab

The details and status of any outstanding request(s) will be displayed.

☑ It may take up to three business days to process a request submitted via Bear Tracks. It may take up to five business days to process a request if attendance at the University of Alberta was prior to May 1983.

GO ▶

Related Links
User Guide: Main Menu, Statement of Results, Grades
RO Website:

Transcripts
Office of the Registrar at Augustana

Statement of Results

You can view, save, and print your Statement of Results from Bear Tracks.

☑ Statement of Results is an official record of your final grades for courses in each of the Fall/Winter and Spring/Summer periods. It includes your GPA and any other academic standing comments assigned by the Faculty.

☑ The information provided on the Statement of Results is *not* equivalent to your transcript (which is a complete record of your academic history).

☑ Official statements are provided at the following times:

Students Registered in:	Statements Available in:
Fall term only	early February
Fall/Winter terms	late May
Spring term only	early July
Spring/Summer terms	late August/early September

Navigation: Academics > My Academics > **Statement of Results**

To view your statement of results:

1. Select a specific *Time Period* from the list displayed in the grid.

   ☑ The Statement of Results is available only *after* your Faculty has approved your academic standing.

2. Click the **CONTINUE** button to view and/or print a PDF version your Statement of Results.

   ☑ Your computer must have the most recent version of Adobe Reader installed in order for you to view/print your Statement of Results. The most recent version of Adobe Reader can be downloaded free of charge from the Adobe website.

3. Use the Adobe Reader **Save** function to save the Statement of Results to your computer, where you can view and print it.

GO ▶

Related Links
User Guide: Main Menu, Grades, Transcripts

Statement of Results

RO Web site:
Grades
Transcripts

Certificates

This feature allows you to submit a request for official certificates to be sent directly to you or to another party by regular mail.

Students may request certificates for the following reasons:
- Proof of course completion for employers,
- Immigration requirements,
- Bank requirements to obtain a student line of credit,
- Proof of degree to meet membership requirements,
- Insurance or daycare requirements.

Navigation: Academics > My Academics > **Certificates**

To request an official certificate:
1. Select the radio button next to the required Document Type.
2. Selecting either the **Registration Certificate** or **Certificate of Degree** button will display more registration certificate options.
   - Select one of the certificate options.
     ☑ Refer to the Registrar's Office website for information about the types of certificates available: **www.registrar.ualberta.ca/ro.cfm?id=193**.
   - If you select a *Registration Certificate* option you will be presented with options to select a *Desired Term* and select an *Academic Career*.
   - Select the *Desired Term,* if applicable, from the drop-down list on the right hand side of the page.
3. Enter Recipient Address Information:
   - Select the *Send to My Address* check-box if you want the certificate mailed directly to you. Your current mailing address will populate automatically.
   - If the certificate is to be mailed to a third party, enter the name of the recipient in the *Send To* field. Use the *Edit Address* link to enter the address information.

Complete address information must be provided. Incomplete or incorrect address information could mean the recipient would not receive the certificate in a timely fashion. **Note: DO NOT** input an e-mail address into the Recipient Address Information field. Certificates are sent through regular postal service, not through e-mail.

☑

4. To complete the request, click the **SUBMIT** button. The **Document Request Status** page will be initiated once the form is submitted.

[GO ▶]

Related Links
User Guide: Main Menu, Statement of Results, Grades, Transcripts
RO Web site:
Grades
Transcripts

Apply for Graduation

Use this tab to apply for graduation. Students are only eligible to apply for graduation if they are in their last year of their program.

Navigation:
Academics > My Academics >**Graduation/Apply for Graduation** tab

1. Select the academic program for which you wish to apply for graduation by clicking on its link.
2. Review the information on the **Select Completion Term** page which displays your academic program(s) and provides a list of completion terms to select.

> It is important to contact your Faculty if your academic program is not displayed, or displayed incorrectly.

3. Select the appropriate *completion term* from the drop-down list near the bottom of the page.

    ☑ Your completion term is the term in which all requirements of an academic program are complete. Only terms for which you are eligible to apply for graduation will be displayed. If no completion terms are displayed, you are either attempting to apply after the application deadline has passed, or before access has been granted for the upcoming Convocation period.

    ☑ If planning to convocate in June, select either Fall or Winter as the completion term. If planning to convocate in November, select either Spring or Summer as the completion term.

4. To change the displayed academic program, click the **SELECT DIFFERENT PROGRAM** button.
5. Once the correct academic program and completion term have been selected, click the **CONTINUE** button.
6. Review the information displayed on the **Verify Graduation Data** page.

    ☑ Use the **SELECT DIFFERENT PROGRAM** or **SELECT DIFFERENT TERM** buttons to change the program or completion term.

7. Use the **SUBMIT APPLICATION** button to submit the application for graduation.

☑ If an application is already on file, an error message will be displayed.

☑ If the application is successful, a confirmation message will be displayed.

GO ▶

Related Links
User Guide: Main Menu, Graduation Status
RO Website:
Convocation/Applying for Your Degree

	Graduation Status
Bear Tracks User Guide	

View Graduation Status

The Graduation Status tab is for students to review their graduation status and related information, update their intention to attend the Convocation ceremony, and update their hometown information for the Convocation program. There are also links to access information about the Convocation ceremony and to make reservations for apparel for the ceremony.

Navigation:

Academics > My Academics >**Graduation/Graduation Status** tab

To review and update information on the Graduation Status page:

1. Review the information on this page which displays the name that will be printed on the degree parchment as well as program information and academic honors, if applicable.

> ⚠️ Your parchment should be printed in your full legal name. If the name that appears on this page is not your full legal name please contact the Academic Awards and Ceremonies Office.

☑ Initials, nicknames, suffixes, (e.g., Jr.), will not be printed on your parchment, even if they appear on the **Graduation Status** page.

☑ Only those majors, minors, routes, cooperative programs, specializations and departments selected by your Faculty to print on your parchment will be displayed on this page.

☑ Academic honors such as 'With Distinction' and 'With First Class Honors' will be updated by your Faculty upon final review of your program requirements and grades.

☑ Contact your Faculty if you have questions about your graduation status.

2. In the box under the *Graduation Status* section, select either the *Yes* or *No* radio button indicating your intention to attend the Convocation ceremony.

☑ Only students who have successfully completed all program requirements (course work, practica, internships, etc.) are eligible to attend the Convocation ceremonies.

☑ You can return to this page at any time and change your intention to attend if your plans change.

3. Update the information in the *Home Town* section to ensure the accuracy of the Convocation program.

☑ Hometown information will *not* be printed on your degree parchment.

4. For information about the Convocation ceremonies, click the *Ceremony Information* link at the bottom of the page.

5. To reserve apparel for the Convocation ceremony, click the *Apparel Reservation* link at the bottom of the page.

GO ▶

Related Links
User Guide: Main Menu, Apply for Graduation
RO Website:
Convocation/Applying for Your Degree

View Account Details

Current information about account charges, payments, aid and account balance is viewed through **Account Details.** This information can be viewed as a summary for all terms or as specific details by term.

☑ Payments *cannot* be made directly through Bear Tracks, but there is a link to the *Financial Services Student Payment Tuition Options* website on the bottom of the **Account Details – Summary for All Terms** page.

Navigation: Financials > **Account Details**

To view account details:
1. A summary of Charges, Payments Received, Financial Aid, Anticipated Aid and Term Balance for all terms will be displayed in a table.
2. To view the details by term, select a specific term, and click the **CONTINUE** button.
3. The following account activity will be displayed, including the date the item was posted, the item description, and the amount:
   → **Charges** - shows each of the charges assessed to the account for the selected term.
   → **Payments Received** - shows each of the payments applied to the account for the selected term.
   → **Financial Aid** - shows any scholarships and awards that have been disbursed to the account for the selected term. **Note:** *financial aid* refers to undergraduate scholarships and awards, and *not* to loans and bursaries.
   → **Anticipated Aid** - shows any scholarships and awards that have been accepted and will be disbursed to the account for that particular term. **Note:** any time an award is accepted, it will show on the student account as *anticipated aid* until it is disbursed, at which time it will display as *financial aid*.
   → **Term Balance** - shows the balance of a student's account once all activity has gone through.
4. To return to view the summary for all terms, click the **CHANGE TERM** button.

Related Links
User Guide: Main Menu

View Fee Assessment

A breakdown of fees assessed for the term(s) in which a student is registered is viewed through Fee Assessment. Fees for upcoming Fall/Winter terms are first calculated in late July. Fees for upcoming Spring/Summer terms are first calculated in early April. Until the fees are calculated for the terms, the fee assessment feature will not be available. Once the initial calculation is completed, tuition is updated as registration changes occur.

☑ Review the fee assessment for changes made after any registration updates.

☑ A fee assessment does *not* reflect fee payments. It only reports the fees that have been assessed. The real-time account balance and any payments that have been made are displayed in the Account Details section of Bear Tracks.

☑ Any installment or interest charges assessed to the student will not appear on the **Fee Assessment** page. They can, however, be viewed on the **Account Detail for Term** page.

☑ More information about fees can be accessed through the link to the Registrar's Office website: *Cost, Tuition and Fees* page.

☑ Payments *cannot* be made directly through Bear Tracks, but there is a link to the *Student Online Payment Services* website on the bottom of the **Fee Assessment** page.

Navigation: Financials > **Fee Assessment**

To view your fee assessment details:

1. Choose a *Time Period* from the list of current and past *Time Periods* displayed in grid.

    ☑ Students registered as both an undergraduate and a graduate student will see multiple rows for the same *Time Period*.

2. Click the **CONTINUE** button.
3. View a breakdown of fees assessed on the **View Details** page, including instruction fees listed by course, instruction total, non-instructional fees, and term total, as well as the two-term total, if there is registration in both related terms.

    ☑ Under each term heading, the following information is also displayed:

- Academic career,
- Faculty,
- Academic program information,
- Year of program,
- Registration load, and
- On/off campus location status.

  ☑ Undergraduate students can view their confirmation deposit payment status at the top of the page (applies to Fall/Winter only). If the message 'Your Registration is Confirmed' is not displayed, then a confirmation deposit has not been received and/or not all admission conditions have been met.

4. To display a printer friendly version of the fee assessment, select the *Printer Friendly Page* link. Then click the **PRINT FEE ASSESSMENT** button.

5. To return to the **View Details** page, select the *Return* link displayed at the bottom of the printer friendly page.

6. To return to view a list of current and past *Time Periods*, click the **CHANGE TIME PERIOD** button.

GO ▶

Related Links
User Guide: Main Menu
RO Website:
Cost, Tuition and Fees
Registration and Courses / How to Register/ Step 4: Confirm Your Intention to Attend

	Financial Holds
Bear Tracks User Guide	

Financial Holds

As outlined in the University Calendar, certification of student records and registration privileges are withheld from students with financial holds. These holds are displayed through Financial Holds in Bear Tracks. It is advisable to clear any holds with relevant department(s) as soon as possible to avoid any difficulties with adding/swapping classes, changing registration for a program, or obtaining official transcripts and other forms of certification.

Navigation: Financials > **Financial Holds, OR,**

1. View a snapshot of Financial Holds in the center or from the vertical menu box on the right hand side of the Student Home Page.

If there are no financial holds on the student account, then the following message will be displayed, *'No current hold information found'*. For accounts with financial holds, the following information will be displayed on the Financial Holds grid:
→ Hold Item(s)
→ Amount
→ Date
→ Department
→ Phone Number

GO ▶

Related Links
User Guide: Main Menu
RO Website:
Clearing Holds on Your Record

	T2202A Tax Form
Bear Tracks User Guide	

T2202A Tax Form

This is where you can access your official T2202A tax form (Tuition and Education Amounts Certificate) in Bear Tracks. The tax forms are available in February with the information required for the current taxation year.

☑ Students are not required to present a printed copy of the tax form when filing their tax returns.

Navigation: Financials > **T2202A Tax Form**

To access your T2202A Tax Form:
1. Click on the desired taxation year.
2. Click the **CONTINUE** button to view and/or print a PDF version of the tax form.

☑ You computer must have the most recent version of Adobe Reader installed in order for you to be able to view/print the tax form. The most recent version of Adobe Reader can be downloaded free of charge from the Adobe website.

3. Use the Adobe Reader **Save** function to save the tax form to your computer, from where you can view and/or print it.

☑ If you need the tax form for a previous taxation year that is not available on the T2202A Tax Form page, you may request it from the Office of the Registrar using the link www.registrar.ualberta.ca/ro.cfm?id=213 and selecting *Request for duplicate T2202A (tax form)*.

GO ►

Related Links
User Guide: Main Menu

Bear Tracks User Guide	# U-Pass Receipt

U-Pass Receipt

This is where you can access your U-Pass tax credit receipt in Bear Tracks.

☑ Students are not required to present a printed copy of the tax form when filing their tax returns.

Navigation: Financials > **U-Pass Receipt**

To access your U-Pass Receipt:
1. Click on the desired taxation year.
2. Click the **CONTINUE** button to view and/or print a PDF version of the tax form.

☑ You computer must have the most recent version of Adobe Reader installed in order for you to be able to view/print the tax form. The most recent version of Adobe Reader can be downloaded free of charge from the Adobe website.

3. Use the Adobe Reader **Save** function to save the tax form to your computer, from where you can view and/or print it.

☑ Please contact the **Student Receivables Office of Financial Services** with any questions regarding your U-Pass tax receipt:
Third Floor, Administration Building
(780) 492-3000
student.payments@ualberta.ca

GO ▶

Related Links
User Guide: Main Menu

Bear Tracks User Guide	# Demographic Information

Demographic Information

Demographic Information displays a student's ID number, date of birth, gender, national ID, and citizenship information. Users cannot change this information in Bear Tracks.

Navigation: Personal Information > **Demographic Information**

View the following information:
- General personal data, such as ID number, gender, and date of birth.
- National Identification Number, for example, Social Insurance Number (SIN).
- Citizenship Information.

  ☑A Visa or Permit Data section will display if there is visa or permit information on the student's record.

Related Links
User Guide: Main Menu
RO Web site:
Personal Information Changes

Addresses

You can view or edit your current correspondence address through Addresses. You can also add new address(es) to your record.

Navigation: Personal Information > **Addresses, OR**
    2. View the Contact Information box in the Personal Information section on the Student Home.

To edit a current address:
1. Click the **Edit** button and enter the address information on the **Edit Address** page.
2. If the address is to take effect in the future, enter a date in the *Date changes will take effect* field. Until that date, the University will continue to mail correspondence to the current address.

To add a new address:
1. Click the **Add a New Address** button and enter the address information on the **Edit Address** page.
2. If the address is to take effect in the future, enter a date in the *Date new address will take effect* field. Until that date, the University will continue to mail correspondence to the current address.

To delete or make an address inactive:
1. If a Future Address is no longer required, select the **Delete** button to remove that future address from your record.
2. If your current correspondence address is no longer valid and you do not have a current address at this time, please contact the Office of the Registrar directly to make the address inactive.

Always save the changes before you leave the Addresses page.

	Addresses
Bear Tracks User Guide	

GO ▶

Related Links
User Guide: Main Menu
RO Web site:
Personal Information Changes

Phone Numbers

You can view, edit, or add telephone numbers to your record through Phone Numbers.

☑ **Students can receive emergency notifications.** In a serious emergency, Campus Security Services will send information about the event and what you can do for your own safety and the safety of others. Select "Mobile" as a phone type and enter the number of your mobile device in the 'area code/phone number' format.

Navigation: Personal Information > **Phone Numbers**

> **3.** View the Contact Information box in the Personal Information section on the Student Home.

To edit an existing phone number:
Select the *Phone Type* from the drop-down list and enter the new phone number in the *Telephone* field.

☑ Always enter the phone number in area code/phone number format, i.e., **780/123-4567.**

To add a new phone number:
1. Click the **Add a Phone Number** button.
2. Select the *Phone Type* from the drop-down list.
3. Enter the phone number in the *Telephone* field.
4. Enter the telephone extension in the *Ext* field, if applicable.
5. Select a *preferred telephone number*, if applicable.

To delete an existing phone number:
1. Select the *Phone Type* from the drop-down list.
2. Click the **Delete** button from the grid to remove the telephone number from your record.

<table>
<tr>
<td>**Bear Tracks User Guide**</td>
<td># Phone Numbers</td>
</tr>
</table>

⚠️ Always save the changes before you leave the Phone Numbers page.

[GO ▶]

Related Links
User Guide: <u>Main Menu</u>
RO Web site:
Personal Information Changes

Email Addresses

You can view, edit, or add email addresses to your record through Email Addresses.

☑ The email address provided by the University is assigned by Academic Information and Communication Technologies (AICT). The University uses this email address as the primary contact address for electronic communications. If you require information about this email address, contact AICT directly **AICT Helpdesk - http://helpdesk.ualberta.ca/**

☑ This email address cannot be edited on Bear Tracks.

Navigation: Personal Information > **Email Addresses**
   4. View the Contact Information box in the Personal Information section on the Student Home.

To edit an existing email address:
Select the *Email Type* from the drop-down list and enter the email address in the *Email Address* field.

☑ Always enter the email address in name@address.ext format.

To add a new email address:
1. Click the **Add an Email Address** button.
2. Select the *Email Type* from the drop-down list.
3. Enter the new email address in the *Email Address* field.

To delete an existing e-mail address:
4. Select the *Email Type* from the drop-down list.
5. Click the **Delete** button on the grid to remove an email address from your record.

	Email Addresses
Bear Tracks User Guide	

Always save the changes before you leave the Email Addresses page.

GO ▶

Related Links
User Guide: Main Menu
RO Web site:
Personal Information Changes

Bear Tracks User Guide	# Emergency Contacts

Emergency Contacts

You can view, edit, or add emergency contact information to your record through Emergency Contacts.

Navigation: Personal Information > **Emergency Contacts**

To edit an existing emergency contact:
1. Click the **Edit** button.
2. Enter the relevant information about your emergency contact on the **Emergency Contact Detail** page.
3. Select the contact's relationship to you from the *Relationship* drop-down list.
4. Adding the address for your emergency contact is optional. You may indicate if the contact has the same address as you or enter the contact's address using the *Edit Address* link.
5. Adding the contact's phone number is mandatory. You may provide additional telephone numbers for your contact. Click the **Add a Phone Number** button and enter the values.

To add a new emergency contact:
1. Click the **Add an Emergency Contact** button.
2. Enter the relevant information about your emergency contact on the **Emergency Contact Detail** page.
3. Select the contact's relationship to you from the *Relationship* drop-down list.
4. Adding the address for your emergency contact is optional. You may indicate if the contact has the same address as you or enter the contact's address using the *Edit Address* link.
5. Adding the contact's phone number is mandatory. You may provide additional telephone numbers for your contact. Click the **Add a Phone Number** button and enter the values.

To delete existing emergency contact:
Find the *Contact Name* and click the **Delete** button from the grid to remove the emergency contact information from your record.

To declare a Primary Contact:

Select the Primary Contact check-box to declare the primary contact.
☑ The primary contact will always be displayed as the first *Contact Name* on the list.

⚠️ Always save the changes before you leave the Emergency Contacts page.

GO ▶

Related Links
User Guide: Main Menu